

Disaster Process Checklist for Public Assistance

1. Disaster Occurs (Flooding, Wind Storms, Tornadoes, Ice Storm, Record Snowfall, etc)
2. Local Emergency Response (ex. Search & Rescue, emergency work, debris clearance, initiate standby contracts, etc) **DOCUMENT ALL COSTS.**
3. Local Damage Assessment initiated (Can County resources handle emergency response & damage?) Send initial damage information with infrastructure and citizen/individual impacts (non monetary) to Web EOC.
4. Local Emergency Declaration must be signed by County officials and forwarded to IDHS on Web EOC.
5. Local Public Assistance Damage Assessment initiated (*Applicants fill out IDHS PDA damage cost forms on iGMS or return forms to County EMA for input* immediately for possible FEMA assistance)
6. Local Agencies/Departments apply for appropriate emergency/permanent work permits from IDEM, DNR, etc. (This is mandatory if you later apply for FEMA Public Assistance funding.)
7. Local Agencies/Departments proceed with emergency bid contract procedures if necessary. (Two solicited, recorded bids are mandatory to meet STATE criteria for emergency bidding and for FEMA funding.)
8. Local EMA or Applicant will input **Public Assistance Damage Assessment into iGMS** immediately regardless of county damage totals. (There is a 72 hour window for County EMA's to start inputting **monetary damage amount** information into iGMS.)
9. IDHS will review total damage for all Counties and prepare a detailed report to Governor & FEMA.
10. Governor will make a State Emergency Declaration if State damages appear to be over \$8+ million. (State Declaration can be made earlier.)
11. FEMA Joint Public Assistance Damage Assessment (JPDA) will proceed if total State/Local damage assessment is \$8+ million statewide.
12. Governor will request FEMA Disaster Assistance (federal funding) if FEMA JPDA is over \$8+ million.
13. FEMA Regional Recommendation (Governor's Request goes to FEMA National)
14. FEMA National Office Recommendation (Governor's Request goes to President)

15. Presidential Declaration (Federal funding available) can be granted if all eligibility requirements are met by the State.
16. FEMA will set up Joint Field Office (JFO) (FEMA/IDHS temporary base of operations)
17. Applicant Briefings/Webinars (with IDHS & FEMA) - **All potential applicants should attend for PA program eligibility information. Several time slots will be available. Non-attendance will delay eligibility & program funding! The *Request for Public Assistance Form* must be filled out by applicant and turned in to IDHS/FEMA within 30 days of Presidents Declaration to meet FEMA eligibility criteria.**
18. Applicant Kickoff Meetings (FEMA with Applicants) **All program applicants must attend.** Bring disaster documentation for damages incurred to date if possible.
19. Project Formulation for Damage Sites- Project Worksheets (PW's)-by Applicant & FEMA. **Applicant must participate. Applicant has 60 days after Kickoff Meeting to identify ALL disaster damage to FEMA.**
20. Applicant will submit all documentation to FEMA PO/PAC and sign off that it is correct. The written Project Worksheet may take more than 60 days to complete but **ALL damage must be identified within the 60 day** time period after the Applicant/FEMA Kickoff meeting.
21. The Project Worksheet (PW) is approved by FEMA in the JFO. (Regional/National approval-not PO/PAC approval). If PW is not approved and re-written the FEMA PAC should resubmit the revised PW to the applicant for re-approval.
22. FEMA closes Joint Field Office (JFO). **Contact IDHS in Indianapolis if questions.**
23. Applicant receives approved Project Worksheets (PW's) & P-4 Certification Form by mail from IDHS before or after closure of the JFO.
24. Applicant **reviews** approved PW's that have arrived in packets by mail.
25. Applicant has 60 days from arrival of PW's to notify IDHS of problems/errors/omissions.
26. Important Program Information:
 - Applicant has 60 days from receipt of notice of denial to appeal an action (denial of PW) by FEMA.
 - Applicant must be approved by FEMA & IDNR State Historic Preservation Office before START of construction on an Improved or Alternate Project.
 - Timelines for completing work: Debris Clearance – 6 months ; Emergency Protective Measures – 6 months; Permanent Work – 18 months
27. **If all Projects are 100% complete when PW is written:** Applicant returns completed/signed P-4 to **IDHS**. Final reimbursement will be processed upon receipt of completed P-4 for 75% of eligible PW costs. Indirect Cost requests must be submitted with documentation at this time.

28. **If all projects are less than 100% complete**, applicant will be reimbursed for % of work complete with possible advanced funds upon request.
29. Applicant sends Quarterly Progress Reports to IDHS on March 15, July 15, October 15 and January 15.
30. **If projects are less than 100% complete**, applicant will send actual cost documentation when project is completed along with completed P-4 to IDHS. Documentation will be based on forms (paper or digital) found in the IDHS Applicant Briefing Handbook along with a summary sheet. Final payment will be based on FEMA Large/Small project criteria.
31. Large projects are subject to final site inspection by the Public Assistance Staff.
32. Small projects may have a final site inspection by the Public Assistance Staff.
33. Large Project documentation will be sent to IDHS who will forward them to FEMA for final approval before last payment.
34. Final payment will be issued when all FEMA/State criteria has been met by Applicant.
35. Applicant is required by law to keep documentation for 3 years.
36. Applicant will be audited by State Board of Accounts and possibly by FEMA.
37. In the event of overpayment by the STATE the Applicant will return funds upon request.